

# *Sangamon County LEPC*

P.O. Box 2105, 2801 N. Fifth Street  
Springfield, IL 62705-2105  
(217) 747-5150

## **AGENDA**

September 21, 2006

8:30 AM

Office of the State Fire Marshal  
1035 Stevenson Drive  
Springfield, IL 62703

Meeting called to order by David Butt, Chairman

Acceptance of minutes from last meeting (05/18/2006)

Recognition of LEPC members and visitors

### Old Business

- Summary Report Relative to LEPC Activities During 2005
- Emergency Coordinator's Report on Progress of Site Specific Planning Project
- Other

### New Business

- Review of Compensation for Emergency Coordinator
- FFY 2007 HMEP Grant Application
- Proposed meeting dates for next fiscal year (3<sup>rd</sup> Thursday of odd months, July excluded) 11/16/06, 1/18/07, 3/15/07, 5/17/07 & 9/20/07
- 2006 IEMA Conference
  - Safe Schools session by Mike Moos
  - GIS session by Tracy Garrison
  - Other sessions
- Other

Next meeting: To be determined, see above

Motion to adjourn

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## **MINUTES OF THE SANGAMON COUNTY LEPC MEETING – September 21, 2006**

The Chair, David Butt, called the meeting to order at 8:30 a.m. at the State Fire Marshal's Office Conference Room, 1035 Aldai Stevenson Drive, Springfield Illinois, 62701.

Members present included: John Brennan, Memorial Medical Center; David Butt, Sangamon County Office of Emergency Management; Brian Churchill, St. John's Hospital; Ray Cooke, Sangamon County Office of Bioterrorism Preparedness; Tracy Garrison, Sangamon County IS Department (GIS); Matt Helms, Springfield Fire Department (retired); Pat Metz, City, Water, Light & Power; Mike Moos, Sherman ESDA; Al Pinter, Springfield Police Department; Bill Russell, Sangamon County Rescue Squad; Kim Spann, Sangamon County Department of Public Health; Colleen Stone, American Red Cross (ARC); Jim Strutz, ASIS International; Becky Styron, Occupational Safety & Health Administration; Linda Swartz, Sangamon County Department of Public Health; Kevin Switzer, Springfield Fire Department.

- I.** A motion was made by M. Helms, seconded by B. Churchill to approve the minutes of the May 18, 2006, LEPC meeting. Motion passed unanimously.
- II.** The LEPC members made self-introductions and the Chair recognized Colleen Stone, Director of Operations & Response, American Red Cross, as the newest LEPC member. The Chair also recognized Matthew Brown of the ARC as a visitor. It was announced that Evans Restoration will host a Business Preparedness meeting on October 4, 2006.
- III. Old Business**

The Chair distributed a State required document "Summary Report Relative to LEPC Activities During 2005" which was filed on June 26, 2006. Such a document is required annually on or before July 1<sup>st</sup>. There were no questions on this document which recapped the previous calendar year for our LEPC.

The Chair next asked Matt Helms to report on his activities with our Site Specific Planning Project.

#### **IV. New Business**

A. EHS Site Visits and Compensation - Matt Helms reported on his efforts and his visits and completed plans to the following facilities since the last meeting:

Site visit to Henry Technologies, 701 S. Main, Chatham, on May 24. Chatham Fire Dept. also sent representatives. The visit determined that no EHS chemicals are stored at this location.

Completed Plans - 5 since last meeting and a total of 7 to date:

Coca-Cola (6/15)	Prairie Farms (6/30)	Metal Decor (7/25)
Verizon Wireless Constitution Dr. (8/14)		Sam's Club (8/29)

The Chair provided a review of the compensation for Matt Helms and the rate of spending from our HMEP grant. He stated that based on the amount of work that Matt was able to complete during the year, he should have been paid \$160 per site visit.

A motion was made by B. Russell, seconded by B. Churchill to amend Matt's contract and reflect this higher rate for past site visits. It carried unanimously.

The Chair opened the floor for discussion to continue Matt Helms's contract from 10/1/06 through 9/30/07, reflecting the higher rate for site visits and adding a new duty termed Annual Plan Review Visit to be compensated at a rate of \$100 per annual review of a completed plan.

A motion was made by B. Churchill, seconded by B. Styron to continue Matt Helms's contract for another year, beginning October 1, 2006, with his current compensation of \$160 per site visit, \$80 per completed plan and \$.375 per mile for travel, plus \$100 per annual review of a completed plan. It carried unanimously.

The members held a discussion regarding the extent that we should include MSDS sheets in our site specific plans. Organizations will still have to maintain their library of MSDS sheets for all applicable products.

B. HMEP Grant - The Chair announced that the FFY07 Grant Application was turned in by the 9/15/06 deadline. Changes from the last grant were limited to reflect requests for the increase in compensation for Matt Helms, an increase in the cost of supplies, and reinstatement for reimbursement to the LEPC Conference in Rockford.

C. LEPC Regular Meeting Dates - The Chair proposed the following dates for the next year's regular LEPC meetings: 11/16/06, 1/18/07, 3/15/07, 5/17/07 and 9/20/07. A motion was made to accept the meeting date as proposed, made by M. Moos, seconded by P. Metz and passed unanimously. The Chair recognized the State Fire Marshal's commitment to improving the preparedness and response to hazardous situations by allowing the LEPC to meet in the building.

D. Illinois School Security Initiative - Mike Moos gave a report on the initiative. It included an outline of certain first responder training and drills and the Illinois School Safety Drill Act.

E. GIS Session - Tracy Garrison attended the mandatory GIS session at the IEMA Conference. By doing so, it made Sangamon County eligible for a lap top computer, Arcview software and a color plotter printer.

F. Local Plan - The Chair received an inquiry from the Central Illinois Blood Center to do some emergency planning regarding this center. The Chair will solicit individual members to attend meetings that he will coordinate with the Center to assist on the project.

G. Training - It was announced that the IS-00200 course will be held at the Sangamon County Office of Emergency Management on Thursday, September 28 from 8:30 to 12noon. It will be free and the registration is open. Please contact Ray Cooke (at 527-1953).

H. Fire District Maps – Tracy Garrison presented a map and reported on the new boundaries for fire protection districts in the county.

There being no further business, a motion was made by M. Moos, seconded by B. Styron to adjourn the meeting at 9:57 a.m. The next meeting is scheduled for **November 16, 2006**, at the Office of the State Fire Marshal.